



OFFICE OF
**INSPECTOR
GENERAL**
UNITED STATES POSTAL SERVICE

HIGHLIGHTS

August 30, 2013

Monitoring of Government Travel Card Transactions in the Northeast Area

Report Number DP-MA-13-004

BACKGROUND:

The U.S. Postal Service uses the Government Services Administration SmartPay2[®] Program to administer the travel card program. Citibank is the provider of the travel card for the Postal Service and issues VISA[®] travel cards to Postal Service employees for use while on official travel. Employees can use the SmartPay2 travel card for transportation, lodging, and other travel related services when traveling on official business. Postal Service policy states that employees may not use the government travel card for personal business and limits cash advances to \$50 per day of official travel.

To assist with the administration of the travel card program, each Postal Service area and district office has a travel card coordinator. The travel card coordinators monitor travel card transactions and identify unauthorized purchases and transactions that could indicate misuse or unusual activity.

There were 4,581 government travel cardholders in the Northeast Area as of March 31, 2013, and 844 cardholders used their travel card in the previous 12 months. This included 310 cash advance transactions for about \$48,000 and 6,941 purchase transactions

totaling about \$1.3 million. Our objective was to determine whether Postal Service travel card coordinators in the Northeast Area were effectively monitoring government travel card transactions.

WHAT THE OIG FOUND:

The Northeast Area travel card coordinators were effectively monitoring government travel card transactions. We noted only minor instances of potential improper uses of the travel card.

The Northeast Area recently distributed Citibank Monthly Reconciliation Standard Operating Procedures to all travel card coordinators which outline their duties and responsibilities. Additionally, the Postal Service provided Citibank[®] Custom Reporting System training to all travel card coordinators. This training includes new reporting tools to aid the travel card coordinators in monitoring cash advance and purchase transactions.

WHAT THE OIG RECOMMENDED:

This report does not contain any recommendations.